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Chairman, Projects Review Committee  
THRU: Deputy Executive  
Services Officer, CIA

25 January 1949

CIA Project No. A&M-22-49

1. Reference CIA Project No. A&M-22-49, Project Title: Garage Facilities, approved by the Director of Central Intelligence on 2 December 1948 in the amount of \$14,400.

2. Memorandum dated 6 December 1948 from the Chief, Services Branch, A&M, described a misunderstanding which occurred in connection with the negotiations for a lease covering the described premises.

3. As a result of recent conversations with [REDACTED], he has verbally indicated his willingness to lease the premises for the sum of \$1100. per month, not including utilities, which are to be furnished by the Government. The cost per square foot for this building under this proposal will be 69¢ per square foot as against 63¢ per square foot under the present lease.

4. It is estimated by [REDACTED] that this building can be heated for \$2000 to \$2300 per annum. It is believed that certain economies can be effected as pointed out to the Deputy Executive on 24 January 1949, by making certain minor adjustments in the present heating system. It is believed that by these economies the heating may not exceed \$1500 per annum. Electricity will cost between \$200 and \$300 per annum.

5. It is estimated that by relocation of the gas pump on the [REDACTED] property to a location adjacent to the proposed building that an estimated saving in gasoline alone would amount to approximately \$300 per annum, in that cars would be gassed before departing from the garage each morning. By this revision, the time of one employee whose salary is \$2704 per annum can be saved as this employee is now devoting nearly his entire time to the dispensing of gasoline at the [REDACTED] property. This position would no longer be required for this purpose. Also, since the second floor of this building would be devoted to only storage, the space would be available for emergency use in connection with special projects which may from time to time arise.

6. In view of the above, it is recommended that the project be approved by the Chairman of the Projects Review Committee and the Director of CIA.

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